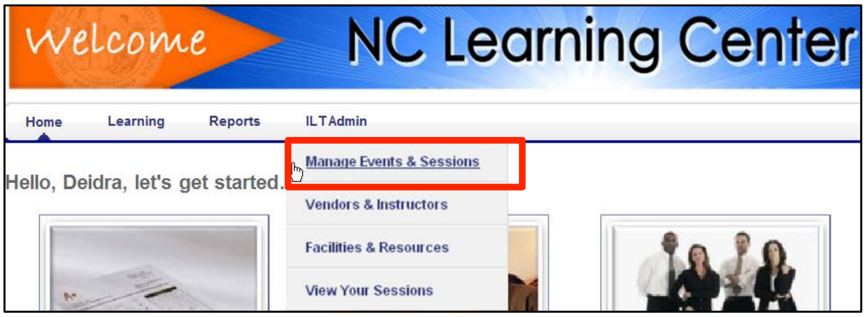
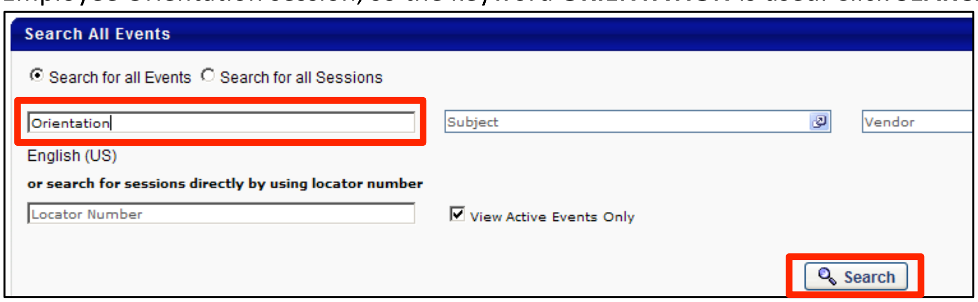
Creating a Session/Adding a Roster After It Has Occurred

I. CREATE THE SESSION

1. After logging on to the LMS through BEACON, click the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**

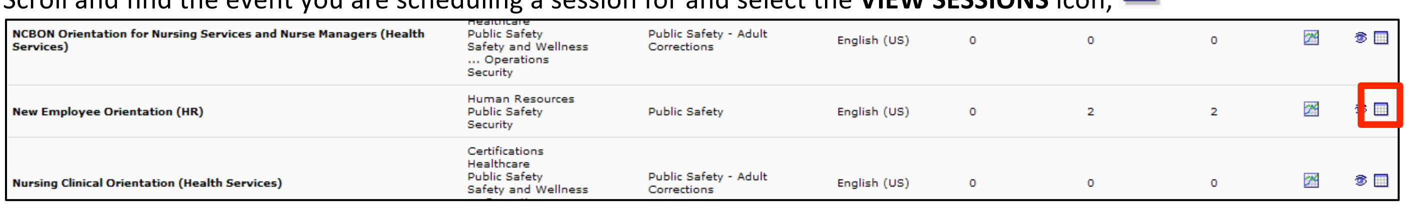


2. Enter a keyword or the title of the event you are creating a session for. In this example, we are setting up a New Employee Orientation session, so the keyword **ORIENTATION** is used. Click **SEARCH**

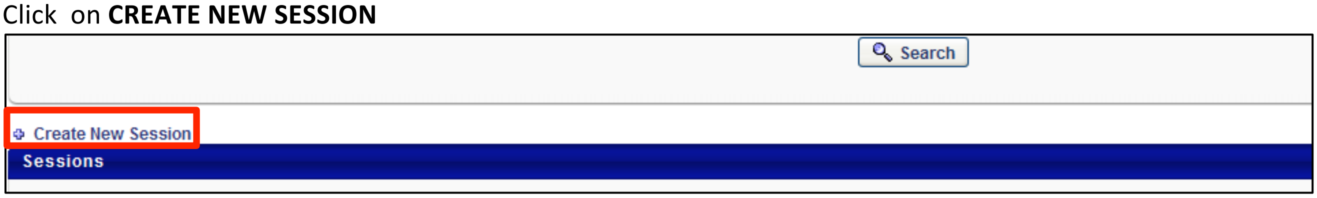


Once you click **SEARCH**, your results will generate below.

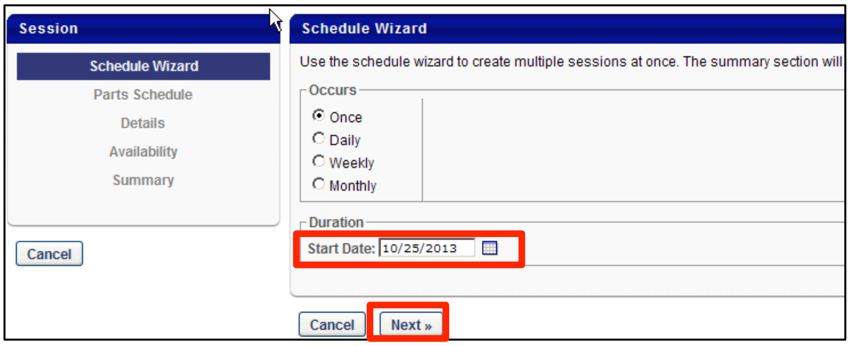
3. Scroll and find the event you are scheduling a session for and select the **VIEW SESSIONS** icon,



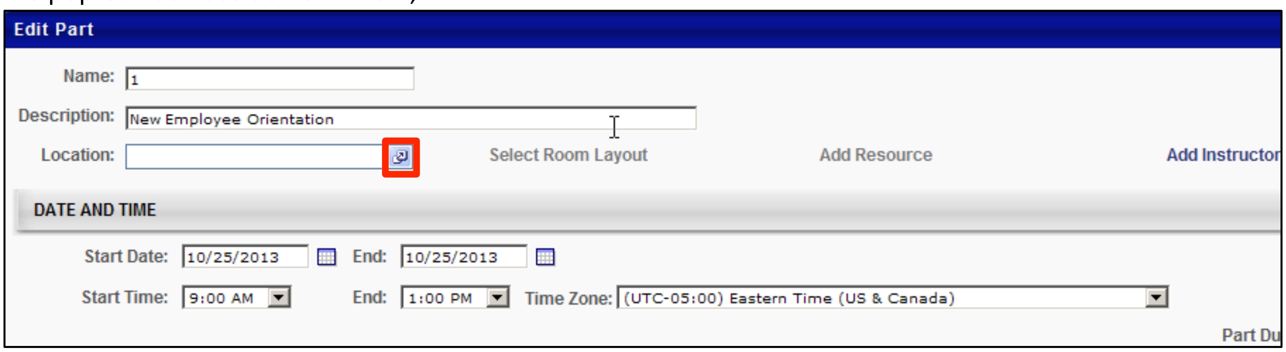
4. Click on **CREATE NEW SESSION**



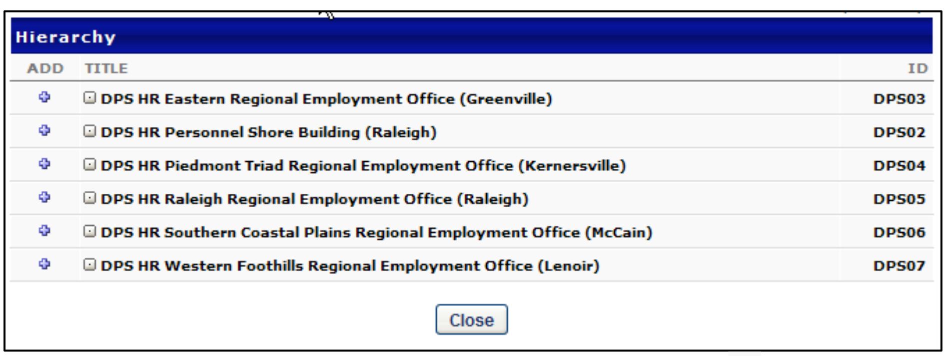
5. Begin completing the details of your session. Begin by selecting the start date of your session. Then click **NEXT**



6. You will continue with adding session details for your session. To select the Location for your session, click on the pop-out box beside LOCATION,

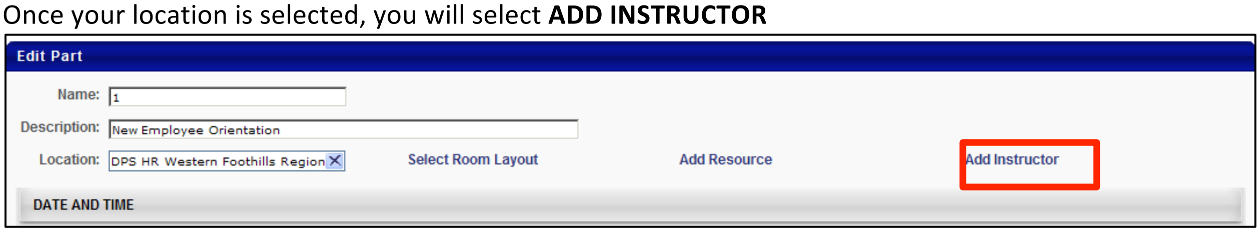


This will open another window to allow you to find the location for your session. To find DPS Locations, go the **PUBLIC SAFETY** section. Then drill down through the nodes to find your specific location. When there is a beside a location, this means there are subsections. To continue drilling down, click until you find your facility or location. **DO NOT SELECT "ALL DPS LOCATIONS", YOU MUST SELECT A SPECIFIC LOCATION, IF A LOCATION IS NOT LISTED, PLEASE SEND EMAIL TO DPS_LMSHelp@ncdps.gov**

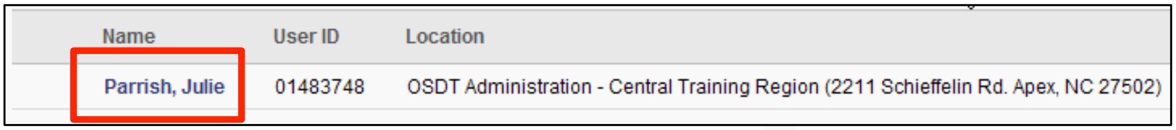


When you have found the location for your session, click the in the add column.
A second step window will open, click **DONE** as DPS does not utilize this feature for facility reservations.
***DO NOT SELECT CONFIRMATION REQUIRED.**

7. Once your location is selected, you will select **ADD INSTRUCTOR**



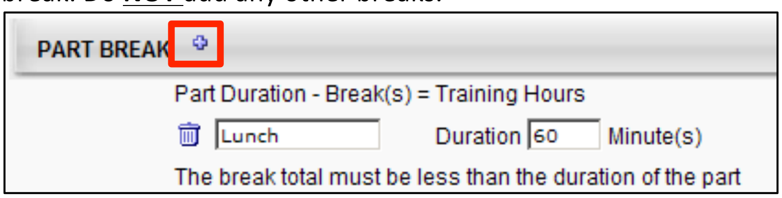
Find the instructor for your session and click on their name to select them. You may designate them as the primary or secondary instructor. There should always be 1 primary instructor for each seated class.



When you have found your instructor for your session, click the in the add column.
A second step window will open, do NOT make any changes to this screen
***DO NOT SELECT CONFIRMATION REQUIRED.** Next click **DONE**.

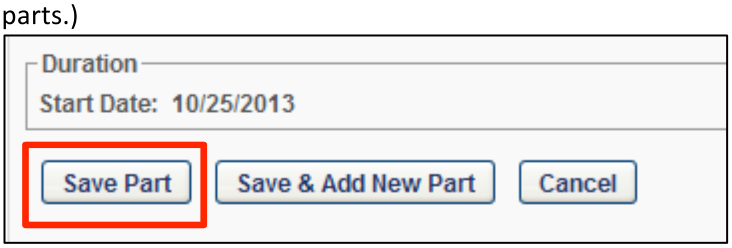
8. Enter your **session date/time** as needed.

If your session includes a lunch or dinner, you can add that by selecting and completing the details of that break. Do **NOT** add any other breaks.

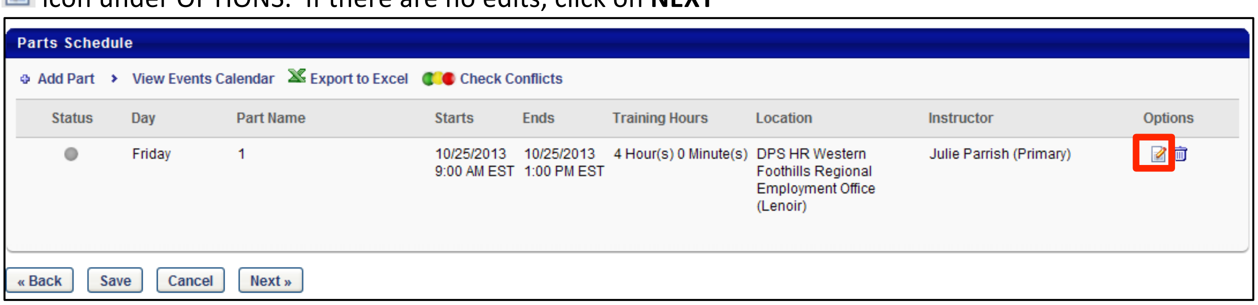


NOTE: Any break subtracts from the class training hours for the session. Training hours must equal training credits assigned to the course. You can view the amount of credits assigned to a course by viewing in the Session Details section. Do not add breaks for 15 mins. Only add breaks if there was a lunch or dinner.

Once you have entered all of your details, select **SAVE PART**
(**Note:** if you have multiple days you will have multiple parts; click SAVE & ADD NEW PART for days/additional parts.)



9. Review a summary of the details that you have entered. If edits to any of the details are necessary, click on the icon under OPTIONS. If there are no edits, click on **NEXT**

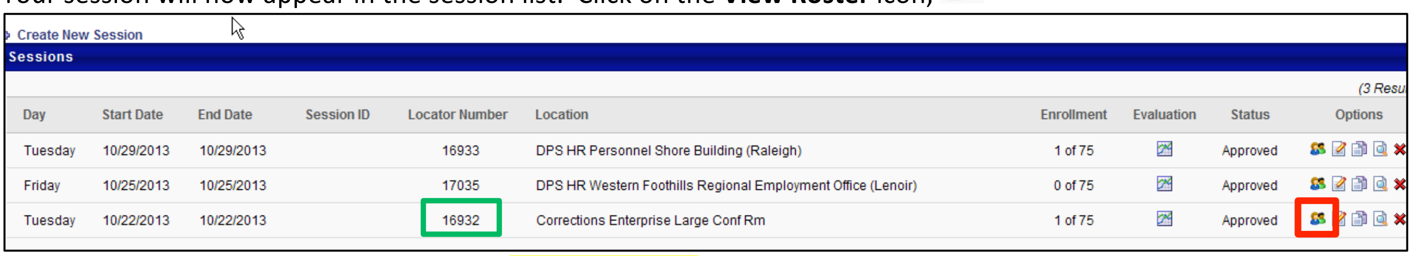


10. **Skip the Parts Schedule, Details, and Availability sections, as you are entering training after it has occurred, you can continue to click "Next" until you reach the Summary section.**

11. Review your summary information. If you need to edit any of the information, you can click on the corresponding section. If it is correct, click **SAVE**.

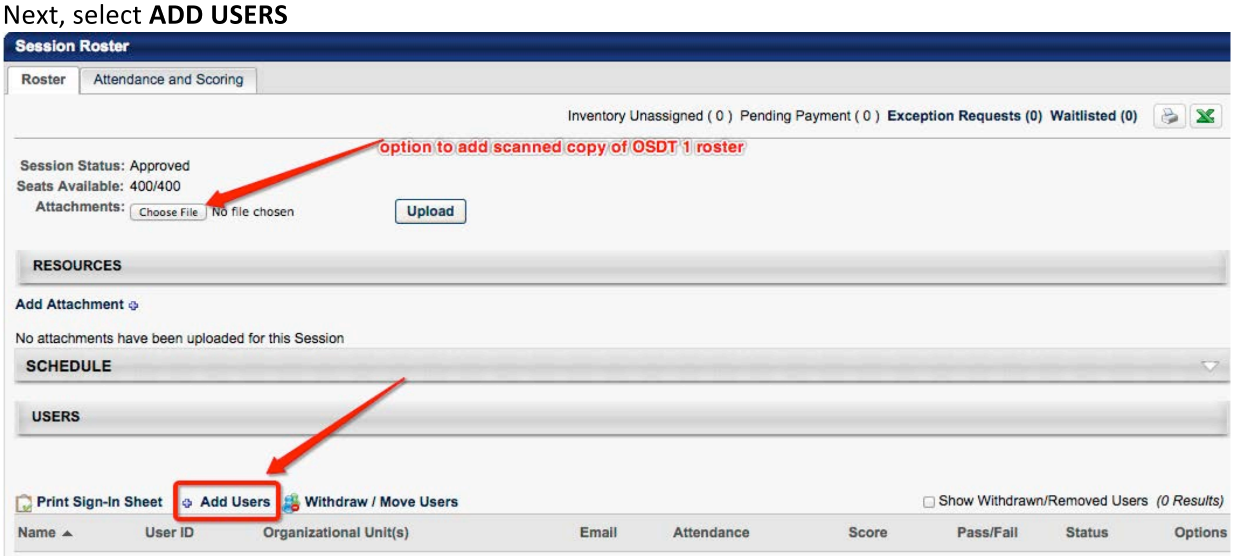
II. ADD THE ROSTER

12. Your session will now appear in the session list. Click on the **View Roster** icon,

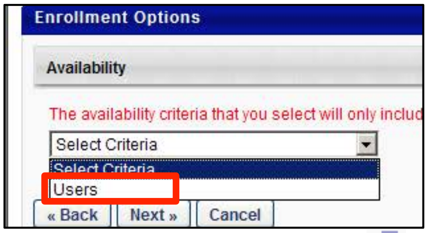


Helpful Hint: It is a good idea to write the **locator number** for your session (highlighted in green above) on your sign-in sheet. This will help you locate your session later.

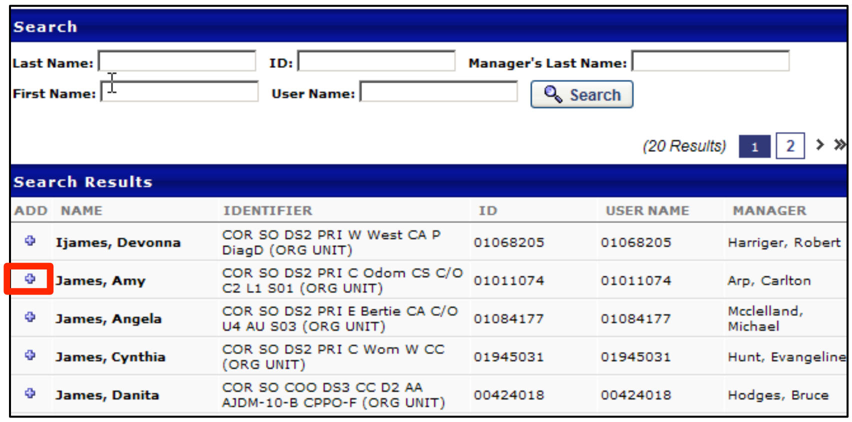
13. You will now see the Session Roster screen, where you will be able to add names to the roster.
Optional: Scan and attach your OSDT 1 roster next to the ATTACHMENTS option.
Next, select **ADD USERS**



14. Select your attendees. Click on **USERS**



Then click on the pop out box beside USERS. Then search for the attendees. When the attendee has been located, click the in the add column.

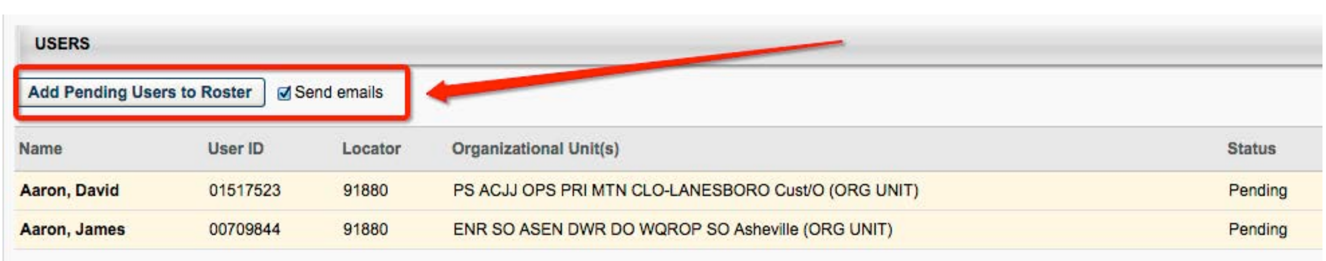


Continue to add your attendees. When you have selected all of your attendees, click **DONE**.

Note: you may only add 10-15 people at a time. It may be necessary to click DONE and then click on the pop out box again to select more users.

Then click **DONE**.

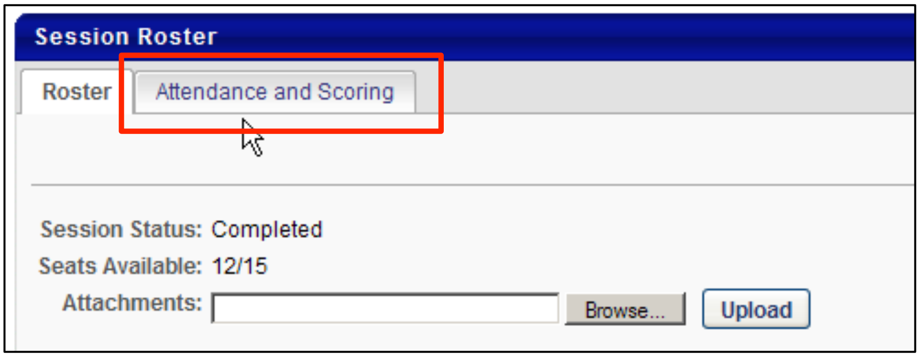
15. The system will return you to the Roster screen. The users you selected will be listed in **PENDING** status. To register them, click on **ADD PENDING USERS TO ROSTER**. The system will only load 10 names at a time, you will need to keep selecting **ADD PENDING USERS TO ROSTER** until they are all added.
You also have the option to send (or turn off) the automatic registration emails by using the check box.
Note: DPS recommends leaving this box checked so employees are notified of the training entry/registration.



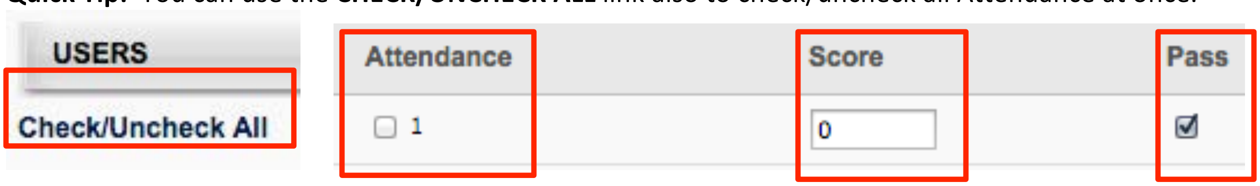
16. The system will register the users and this allows the Basic ILT to review their roster to ensure it is correct by name, user id (Beacon/Personnel number) and the user's org unit (facility). Please review your roster, you can remove any users as needed by selecting the **REMOVE USER** icon

III. ATTENDANCE & SCORING, SUBMIT ROSTER

17. Click on **ATTENDANCE and SCORING**

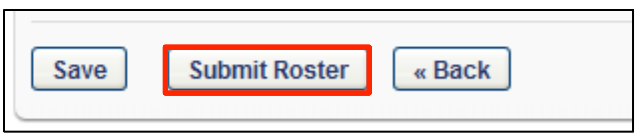


18. Mark each attendance box ✓ beside every employee who attended the session in the **ATTENDANCE** column. If there is NOT a ✓ beside an employee's name when the roster is submitted, they will have a **NO SHOW** status for the session.
Quick Tip: You can use the **CHECK/UNCHECK ALL** link also to check/uncheck all Attendance at once.



Note: Training with scores, such as firearm courses, you must enter the highest score – pass or fail. All failing scores should be recorded; uncheck PASS if the score is a failure or if the student did not pass the class for other reasons. *Remember the pass box is checked by system default.*

19. Scroll to the bottom and select **SUBMIT ROSTER.**



You are finished with creating a session, adding a roster, and marking the attendance and scoring.

***************PLEASE READ IMPORTANT NOTE BELOW*******************

Important Roster Note:

Once you have submitted a roster, if you need to go back and add users to the roster……you can; however, they will automatically be added as completed by the system. You **CANNOT** add a user as an INCOMPLETE (FAILURE) (unchecking the Pass box), the system makes it appear that you can, but it will not process as an INCOMPLETE. If you must add a user as INCOMPLETE your only option is to create a new session with the same information and add them as INCOMPLETE (uncheck Pass box).